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SUBJECT: Management Improvement Program
(or, Increasing Efficiency while
Reducing Costs)

I. Reports:

First -- due 15 December 1970 and is to cover the period of
1 January through 30 June 1971.

Second -- due about the end of May (estimate) and will cover
the period of 1 July 1971 through 30 June 1972

The initial Report which is due on 15 December will require
answers to the two Sections on page 3 of the "Agency Manage-
ment Improvement Program" (page clipped) The sections are
"Management Effectiveness Goals" (Sec I) and "Cost-Reduction
Goals" (Sec II)

No specified format is required for the first report.

- II. Send reports to the EA on or before 15 December so that we
can comply with the DD/S's deadline of 21 December.

Note: The attachments you have here are:

1. Memo from [REDACTED]
2. Routing, Outlining Report.
3. Memo from Colonel White.
4. Agency Management Improvement Program.
5. BOB Circular A-44 (revised) with attachment A of the BOB
Circulars (Guidelines Preparing Management Improvement Reports.

STATINTL

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